

SECRET

*Meetings
(Minutes)*

MINUTES

DD/S STAFF MEETING

21 April 1970

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2. Mr. Bannerman thanked each office for their excellent contributions in resolving the problem of surplus personnel. The Directorate report should reach the Executive-Director by the 1 May deadline.

3. Mr. Bannerman outlined the President's 31 March letter to all Executive Departments and Agencies concerning manpower planning and expressing the President's interest in challenging jobs for young people and building communication links with youth. Two Boards have been established within the Agency, one chaired by [] of the Office of Personnel and the other by Mr. Jack [] of the DD/I. The Agency's Management Advisory Group has recommended that young officers should participate to a greater extent on various boards and in the making of management decisions. Mr. Bannerman suggested that this need has been previously overlooked but can easily be satisfied. Mr. Bannerman cited the Educational Aid Fund as one example and asked Mr. Wattles to investigate the possibility of having young officers assigned to that Board.

4. The National Civil Service League Awards Banquet honoring Mr. Houston is scheduled for 8 May. To date, the Agency has identified only fifty-five who will attend; twenty of whom are from OGC. The Agency had a good turnout when Colonel White was honored last year and should again strive to make an adequate showing. Mr. Bannerman asked the Office Heads to advertise the banquet and encourage participation.

5. []

Reviewed the entitlements of various categories of employees under the new pay act. Checks including both the current and retroactive increases will be issued on 1 May to those on regular funds and on 15 May to those on Confidential funds. Two earning statements will be issued: one for the gross amount and one for the retroactive portion only.

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6. The Support Services were charged with six security violations during March as compared with two during that month last year. Mr. Bannerman asked Office Heads to give this problem their attention.

7. Mr. Bannerman will be away on leave from 23 April until the 4th of May.

8. Around the Table

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a. []

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The White House has asked for a 1/3 reduction in U. S. personnel at [] by September 1970 and a 25% reduction of all other U. S. personnel in [] by June 1971.

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We tentatively expect that the reduction [] will not affect communication's personnel and that the [] as a whole will lose two positions.

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The total Agency reduction in [] is expected to be about seventeen positions.

25X1

25X1

b. []

The Attorney General is seeking an amendment to Executive Order 10-450. The amendment would transfer the function of designating subversive organizations from the Attorney General's office to the Subversive Activities Control Board and would add violent-action oriented organizations to the list. Mr. Bannerman noted that since the Agency is not involved in the internal security field we are only indirectly affected. Mr. Wattles pointed out that this change can conceivably complicate the recruitment problem by creating new difficulties on university campuses.

25X1

c. []

The first running of the Advanced Operations Course has been completed and the initial feedback is quite favorable.

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[] the Senior DD/P Training Officer is expected to transfer into a new position within the next forty-five days.

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d. Mr. Blake:

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General Cushman will be visiting [] on 18 May and []
[] on 20 May. 25X1
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Logistics Personnel Officers are interviewing employees of the
Printing Services Division, Logistics Services Division, [] and 25X1
other outlying offices and inviting employees to visit the Office of Personnel if
they wish to do so. The purpose of these interviews is to establish an "open-air"
personnel policy within Logistics and to permit all employees to informally
discuss any personnel matters of interest to them.

* The new drawings of the proposed garage construction have been
completed but have not been sent to the Bureau of the Budget pending completion
of the cost estimate.

GSA has finally responded to the headquarters power problem by
assigning five additional electricians to our work force.

The architects are now at work on the drawings for two new
locations to replace the Arlington Towers complex.

[]

25X1

Support Operations Staff/DDS

Distribution:

Orig - DD/S Subject
1 - DD/S Chrono
1 - WEB
1 - ND

DD/S:SOS:RJP:ng (23 Apr 70)

*Incorrectly stated or recorded.

Status of [] property -- 25X1
Cost estimates have been firmed up and
existing prints of the building have been
sent to GSA for negotiation with the owner.

Status of Langley garage --
OL has sketches in hand and a proposal in
the amount of \$844,000 has been submitted
to the Executive Director-Comptroller. Upon approval of the project by the
Executive Director-Comptroller, and presumably the BOB, funds can be transferred
to GSA so they can start the A&E work which will result in drawings. It will also
be necessary for someone, presumably the DD/S, to approach BPR regarding the
acreage needed. -- JHP, 4/28/70.

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